

# Chapter 4

## Classification and Markings

### Section 1. Classification

**Challenges to Classification.** *AU challenges to SAP **classified** information **and/or** material shall be forwarded **through** the CPSO to the PSO to the **appropriate** Government contracting activity. AU such challenges **shall** remain in **Program channels**.*

## Section 2. Marking Requirements

**4-200. General.** *Classified material that is developed under a SAP will be marked and controlled in accordance with the NISPOM, this Supplement, the Program Security Classification Guide, and other Program guidance as directed by the PSO.*

**4-201. Additional Provisions and Controls.** The PSO may specify additional markings to be applied to SAP working papers based on the sensitivity and criticality of the Program, when approved by the CSA.

**4-202. Engineer's Notebook.** An engineer's notebook is a working record of continually changing Program technical data. It should NOT include drafts of correspondence, reports, or other materials. *The outer cover and first page will be marked with the highest classification level contained in the notebook.* Portion marking or numbering is not required. Other requirements pertaining to these notebooks may be imposed by the PSO.

**4-203. Cover Sheets.** *Cover sheets will be applied to SAP documents when the documents are created or distributed. NOTE: CODE WORDS WILL NOT BE PRINTED ON THE COVER SHEETS.* The unclassified nickname, digraph, or trigraph may be used.

**4-204. Warning Notices.** *Generally, Program classified marking and transmission requirements will follow this Supplement. Transmission of Program or Program-related material will be determined by the PSO. Besides the classifications markings, inner containers will be marked:*

**“TO BE OPENED ONLY BY:”** *followed by the name of the individual to whom the material is sent.* A receipt may be required. Apply the following markings on the bottom center of the front of the inner container:

WARNING

THIS PACKAGE CONTAINS CLASSIFIED U.S. GOVERNMENT INFORMATION. TRANSMISSION OR REVELATION OF THIS INFORMATION IN ANY MANNER TO AN UNAUTHORIZED PERSON IS PROHIBITED BY TITLE 18, U.S. CODE, SECTION 798 (OR TITLE 42, SECTION XX FOR RD OR FRD MATERIAL). IF FOUND, PLEASE DO NOT OPEN. “CALL COLLECT” THE FOLLOWING NUMBERS, (area code) (number) (PSO/CPSO work number) DURING WORKING HOURS OR (area code) (number) (PSO/CPSO) AFTER WORKING HOURS.